



**Tillamook Urban Renewal Agency
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**TURA Meeting
Tuesday, July 7th, 2009
5:30 P.M.**

Board Members present: Don Hurd, Sally Clay, Sean Lambert, Aaron Zimmerman, Carolyn Decker, Suzanne Weber

Staff Present: Mark Gervasi: City Manager, Admin. Assistant: Debbi Reeves

Guests/Public: Steve Forster, Doug Henson, Kevin Cummings, Kurt Olsen

Chairman Don Hurd called the meeting to order at 5:34 P.M. Roll call was taken by **Reeves**.

Hurd asked if there was a motion to approve the minutes enclosed in the board packets from June 16th, June 23rd, and June 25th, 2009. **Weber** motioned to approve the minutes of June 16th which was seconded by **Decker**. The motion passes unanimously. **Reeves** noted there was a correction to be made in the June 23rd minutes, as Bernie Sorensen, City Recorder was not present at that meeting. **Weber** made a motion to approve the June 23rd minutes as corrected. **Decker** seconded the motion. The motion carried unanimously. **Weber** made a motion to approve the minutes from the June 25th Budget Hearing. **Decker** seconded the motion. The motion passed unanimously.

Hurd read the list of bills as asked if the board had any questions. **Decker** asked about the billing for the book and what kind of book it was. **Hurd** explained **Gervasi** had ordered a book for the Chair about Public Meeting Laws and Ordinances. **Decker** made a motion to pay all of the bills which was seconded by **Weber**. The motion to pay the bills passed unanimously.

Hurd stated he had taken the check for \$175,000 from US Bank to TLC Credit Union on 7/6/09 to pay the loan.

Hurd asked if the Public Market Committee had an update. Doug Henson stated they are working on a process for Public Market uses. They should have a different application ready to present to the board soon.

Hurd introduced Kurt Olsen from the Lincoln City Urban Renewal Agency (LCURA). A copy of the draft from **Zimmerman** was given to Olsen for review. **Hurd** asked Olsen questions about the LCURA loaning process. Olsen explained they started with a façade program which evolved throughout the years to structural changes also. LCURA does not have a grant program. Olsen spoke about his time with the Medford URA and what types of projects they did. Olsen explained they only do loans that promote economic development.

They have designers and architects they work with on a regular basis. They have different project requirements for property owners and business owners. Business owners that do not own the property are limited to \$5,000 loans. **Zimmerman** asked if and how the LCURA solicits applicants. LCURA meetings are televised and also word of mouth and mass mailings are the main ways to get the word out about the URA. **Weber** had questions about the façade program and sidewalks. **Decker** had questions about sidewalks also. **Hurd** asked if there were any questions of Olsen from the audience and there were none. **Zimmerman** asked why the LCURA did loans and not grants and Olsen explained they had determined they did not want to give money away since it was public funds being used. The LCURA will have established an endowment fund after the URA ends in the next few years. When the URA ends the City takes over the loans. Olsen recommended the TURA keep track of non-taxing monies coming into the fund as these monies can be used in different ways than what the plan specifies. **Lambert** had questions about backlash from the public regarding funding of which Olsen explained they had none since they were mainly doing façade, sidewalks and cosmetic upgrades. **Hurd** mentioned the TURA is looking at commercial and downtown improvements and explained some property owners are not interested in improving their buildings, especially out-of-town owners. Olsen spoke about projects he has had experience with. **Clay** mentioned some of the projects the City of Troutdale had done. **Hurd** stated Olsen was staying for the meeting and would be available for questions after the meeting.

The Board and Olsen talked about the application process LCURA uses and how the funding process works for them. Olsen said **Zimmerman** could use the LCURA application form as a template for formulating the TURA application form. The Board discussed banking and funding with Olsen. **Hurd** asked is there where any further questions and there were not.

Hurd explained the document enclosed in the Board packet concerning board member terms needs to be addressed as the original board terms would all expire in 2010 unless the By-Laws are modified. **Gervasi** stated he will draw up a resolution to stagger the terms and change them all to 4-year terms. This will eliminate any problems in the future.

Hurd opened the meeting for comments from the public. Henson mentioned the TRA has agreed to take the Public Market Committee (PMC) under their umbrella for non-profit status. The PMC is busy establishing rates, procedures, launching marketing and soliciting vendors. They currently have 12 vendor commitments and contracts will be signed. He will have a business plan to present to the Board at the 7/21/09 meeting. Janac and Henson have met and made plans with an electrician. They are still anticipating an October opening. **Clay** asked about matching grant funds and Henson said they are submitting applications for grants with other agencies. Forster asked what the sunset year for the TURA is which **Gervasi** stated was 2031.

Hurd asked about the IGA with the City and **Lambert** stated the TURA had agreed to an extension to September 30, 2009. **Gervasi** and **Hurd** will look at revisions and work on a new agreement. **Zimmerman** and **Lambert** will also be involved. **Clay** mentioned she needs a volunteer application for the vacant position.

Correspondence was read by **Clay**. The Board was invited to the Wayne Dean Park Dedication on July 18th, 2009 presented by the City of Tillamook. A small tax statement came in from the county. A volunteer application was received from Alene Allen. **Decker**

asked how long the vacancy should be left open. **Gervasi** said the vacancy should be published so **Reeves** will get it posted in the newspaper and on the City website. She will also have all of the TURA information updated.

Hurd asked about amending the meeting dates since the TURA is going to two meetings a month. After a discussion about what dates would work for everyone and when City Hall was available it was decided the 2nd and 4th Thursday's of the month would work best. **Gervasi** will draft up a resolution to change the By-Laws to those dates to present for Board approval at the next meeting.

The agenda items for Model Public Contracting Rules and Contract Review Board discussion and Revisions/Corrections to the TURA Plan were set aside at this time by **Hurd** due to time restraints.

Hurd mentioned **Clay** had an idea of a type of fair to promote the TURA. The fair would include participation from local banks, contractors, businesses, community committees and other agencies that would be involved with urban renewal projects. **Zimmerman** mentioned a lot of events like this are no longer happening in Tillamook. **Decker** would like to get out-of-town owners involved. The entire Board liked the idea and will all work with **Clay** in getting something going. **Clay** will chair a committee to pull this together.

Zimmerman mentioned the meetings should be televised and will speak with Jane Scott Productions about costs. **Zimmerman** also asked if the TURA had non-taxing monies but **Gervasi** did not think there was any or there would only be very little.

Hurd noted the PMC will have a new proposal to present at the 7/21/09 meeting. **Weber** and **Hurd** will be the Recommendation Committee to look over the application and components prior to submission to the full TURA Board. There was a discussion about the process.

Lambert asked if the discrepancies on the US Bank statement and the accountant statement from June had been resolved. **Clay** will find out why there is a difference.

Hurd read the Executive Session script citing ORS 192.660 (2) (e) for Real Estate Property Purchase as the reason for adjourning into an Executive Session. The board allowed Forster to remain in the Executive Session since he had been a pro-tem member of the board in **Weber's** stead for several meetings. Kevin Cummings of the Headlight Herald newspaper was also allowed in as well as Kurt Olsen from the LCURA.

Hurd adjourned the meeting into Executive Session at 7:07 p.m.

Executive Session was adjourned at 7:40 p.m. and regular session reconvened at 7:41 p.m.

Weber made a motion to authorize **Decker** to contact the property owners discussed to get their approval for the TURA to have appraisals done on the property. A second was made by **Clay**. The motion was approved by all members.

Gervasi stated all budget documents had been filed with the county. He also mentioned the City auditors will review the TURA FY2007-2008 and 2008-2009 files but will not require a

full audit until next year. **Clay** had given Baertlein and Phegely, CPA the information required by the City Recorder. **Gervasi** will have the resolutions for board member terms and meeting date changes ready for the 7/21/09 meeting.

Decker mentioned she had attended the ODOT/Hwy 6 update and that there were major changes coming by 2014. ODOT is open for any help the TURA might be able to give. **Weber** said it would be a great time to help with cityscapes. There was a discussion about local utilities and franchise fees.

The entire Board thanked Olsen for attending the meeting and for all of the information.

The next meeting date is July 21st, 2009 at 5:30 pm at City Hall. **Hurd** adjourned the meeting at 7:50 p.m.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

Don Hurd – Chairman

Agency Board Members:

Don Hurd, Chair; Sally Clay, Vice-Chair;

Members At Large: Carolyn Decker; Suzanne Weber, Sean Lambert, Aaron Zimmerman
City Administrator: Mark Gervasi, Staff: Debbi Reeves